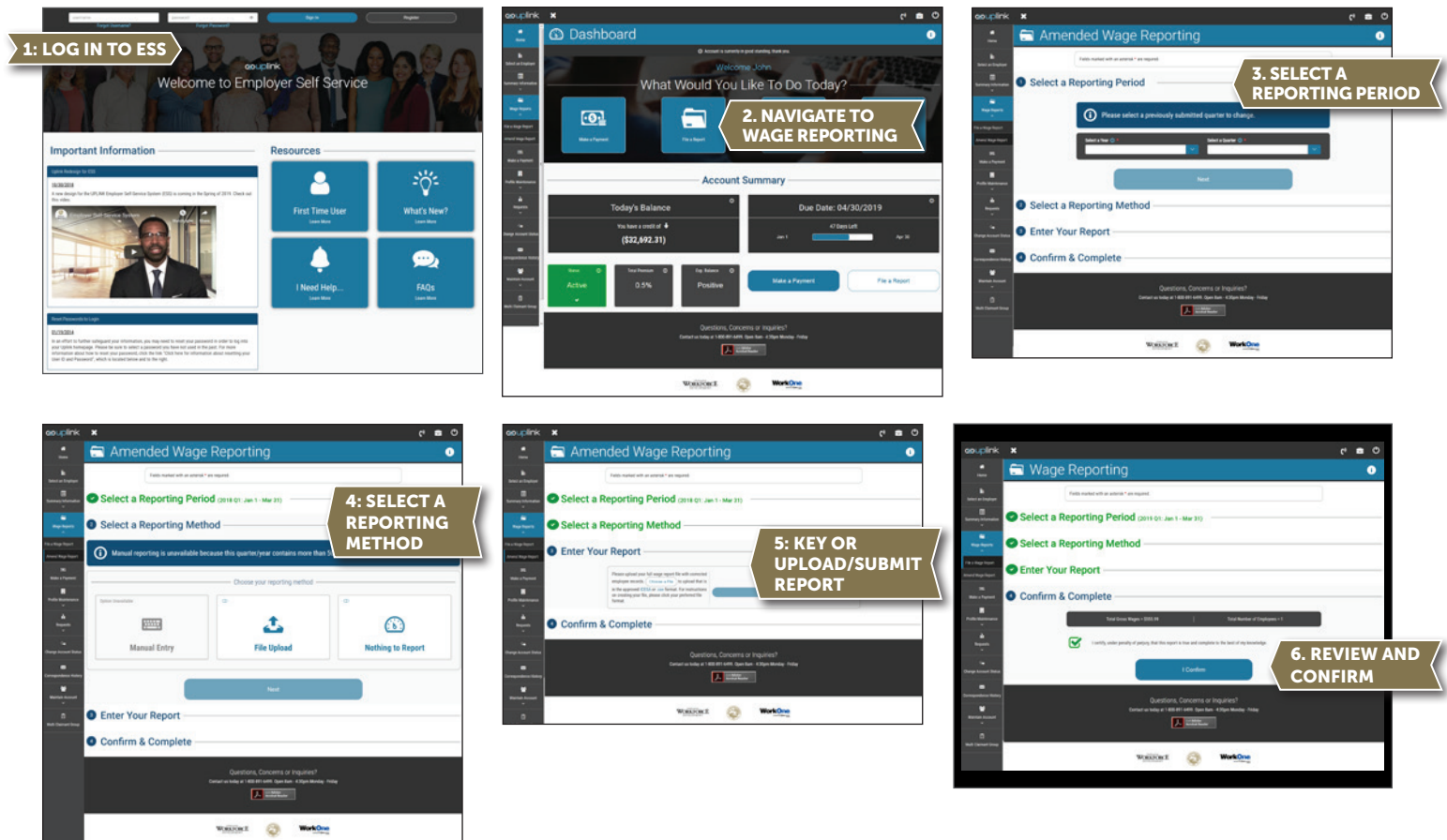


Can I submit an amended or changed report?

Employers can request changes to previously submitted reports via the updated Employer Self Service portal. Employers will not be able to request an amendment or change through a paper form unless DWD has waived the electronic filing requirement for that employer.

For reports that were manually keyed in ESS, employers can update individual wage records.

For reports that were submitted through file upload, employers will upload a new, updated file with all their employees for the quarter.



1: LOG IN TO ESS

Welcome to Employer Self Service

2: NAVIGATE TO WAGE REPORTING

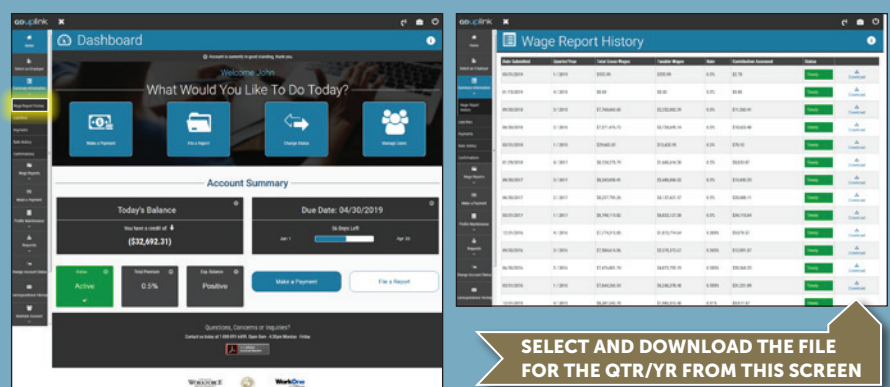
3. SELECT A REPORTING PERIOD

4: SELECT A REPORTING METHOD

5: KEY OR UPLOAD/SUBMIT REPORT

6. REVIEW AND CONFIRM

DWD Recommends How to download prior report



SELECT AND DOWNLOAD THE FILE FOR THE QTR/YR FROM THIS SCREEN